

**Superior Court of the State of California
County of Riverside**

Civil Division, Riverside - Department 4
Judge Gloria Connor Trask

Trial Requirements and Issues Conference Order

Unless otherwise ordered in Court, a Trial Management Conference shall be held the Friday prior to trial. Trial counsel are ordered to attend. Trial related documents are to be submitted to the Court no later than the Monday prior to the Trial Management Conference. The Court will rule on motions in limine and any pretrial motions at the Trial Management Conference. All motions and stipulations must be in writing.

Counsel shall hold a meet and confer Issues Conference at least 15 days prior to the Trial Management Conference. Lead counsel for Plaintiff shall have the responsibility of arranging the Issues Conference at a mutually agreeable time and place.

At the Issues Conference, for both bench or jury trials, counsel shall prepare and submit:

1. Joint Statement of the Case: Statement to be read to the jury venire, by the Court.
2. Joint List of Witnesses: Exchange names of witnesses and prepare a list which includes said witnesses' cities of residence.
3. Joint List of Exhibits: Brief descriptions of trial exhibits.
4. Joint Statement of Stipulated Facts and Issues.
5. Statement of Facts and Issues in Controversy.
6. Motions in Limine, Oppositions and Replies: Counsel will schedule the timely exchange of motions in limine, oppositions, and replies. All motions in limine should be numbered sequentially and lodged with the court the Monday prior to the trial management conference.
7. Exhibit Books: Exchange and date stamp all exhibits for identification.

Unless ordered otherwise, all pages are to be numbered sequentially (example: if you have one document that has six pages, each page must have its own individual number, date stamp starting with 001 then 002, and so on; do not use dashes or dots, like 101.1 or 101-1) and place exhibits in binders. The date stamp number will be the exhibit number. Both Plaintiff and Defendant exhibits are to be in the same binders. Binders shall be provided for the Bench, the Witness Stand (originals), and each counsel.

8. Jury Instructions: Jury instructions shall be submitted with complete and current text.
9. Depositions: If a party intends to read from depositions during trial, copies must be lodged with the Court on the first day of trial.

Failure to conduct, actively participate in, or cooperate in the Issues Conference may result in sanctions.

Jury and Reporter Fees shall be paid in advance. Two blank checks must be provided to the courtroom clerk for holding until the end of the trial. One for court reporter fees and one for jury fees. Amounts for the checks will be filled in at the end of the trial. Reporter Fees are \$472 per day, and Jury Fees run a minimum of \$110 per day after voir dire concludes. Accounting policy requires submittal of separate checks for the Jury Fees and Reporter Fees.

Counsel disregarding this order without good cause are subject to sanctions under Code of Civil Procedure §177.5 and California Rules of Court §227.